FACILITIES WORK ORDER REQUEST

INSTRUCTIONS: Complete sections 1 & 2 before routing to Facilities Manager.

Today's Date	SECTION 1 - COMPLETED BY REQUESTOR				
Room Number or Location of Work Exterior at Boat Shop Description of Work To Be Done (Be brief, use page back if needed) Install new grating (delivered to main building) in the trench just outside the boat shop all the way to sewer manhole. Runs under fence. Please collect cones and store when grating has been installed. Contact Dave Shoffner at 919-541-0894 (office) or least shop all the way to sewer manhole. Runs under fence. Please collect cones and store when grating has been installed. Contact Dave Shoffner at 919-541-0894 (office) or least shop all the way to sewer manhole. Runs under fence. Please collect cones and store when grating has been installed. Contact Dave Shoffner at 919-541-0894 (office) or least shop all the way to sewer manhole. Runs under fence. Please collect cones and store when grating has been installed. Contact Dave Shoffner at 919-541-0894 (office) or least shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sewer manhole. Runs under fence. Please collect cones and shop all the way to sever manhole. Runs under fence. Please collect cones and shop all the way to sever manhole. Runs under fen	Today's Date	Your Name	Your Extension	Your Branch/Contract	
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			Notes		
Work Order Number Date	SECTION 3 - COMPLETED BY FACILITIES MANAGER				
	Work Order Number		Date		
Approved (Facility Manager) Approved (Health & Safety or Environmental Compliance, if required)	Approved (Facility Manager)		Approved (Health & Safety or Environmental Compliance, if required)		
FMB MORSCHING, JAY N/A	FMB MORSCHING, JAY		N/A		
Work Assigned To Date Completion Date Total Cost	Work Assigned To	Date	Completion Date	Total Cost	
O&M	O&M				
Project Labor Hours Costs Material Costs (Attach Materials List)	Project Labor Hours		Costs	Material Costs (Attach Materials List)	
Notes					